

CLERK OF THE COURT SUPERIOR COURT OF ARIZONA

Michael K. Jeanes
Clerk

MARICOPA COUNTY
201 West Jefferson
Phoenix, Arizona 85003

(602) 506-2168
TDD – (602) 506-3211

Instructions for Filing a Foreign Deposition

In order to have a subpoena issued for a Foreign Deposition in the Superior Court of Arizona, the following is required:

1. The filing fee of \$301.00. Make check payable to “Clerk of the Superior Court”.
2. An issuance fee of \$26.00 per each original subpoena to be issued.
3. The appropriate Arizona subpoena forms. The Superior Court does not provide these forms.
4. A Civil Cover Sheet which is available by clicking this [link](#).
5. A Praecipe with the caption of the case listed exactly as it appears on the Civil Cover Sheet and application. Click [here](#) to obtain this document.
6. An application as described in Rule 30(h), of the Arizona Rules of Civil Procedure, which includes one of the following:
 - a. A certified copy of the Notice of Taking Deposition, OR the original Notice of Taking Deposition.
 - b. A certified copy of an order of the foreign court, authorizing the deposition.
 - c. An original or certified copy of a commission or letters rogatory from the foreign court.
 - d. Other such pleadings as stated under the law of the foreign jurisdiction. Please provide the information regarding the law of the foreign jurisdiction that is applicable.
7. The Clerk of the Court’s office is not responsible for the service of subpoenas.

If mailing the documents, include a self-addressed stamped envelope for the return of the documents and send them to:

Clerk of the Superior Court
Civil File Counter
201 West Jefferson
Phoenix, AZ 85003

Deputy Clerk

Visit us at our website: www.clerkofcourt.maricopa.gov